



Howard County

RECREATION & PARKS

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Summer 2015

Dear Parents/Guardians,

The staff of the Howard County Department of Recreation and Parks welcomes you and your child to our Early Learning Center (ELC) for the 2015-2016 school year. While in our program your child will participate in a variety of activities ranging from fine and gross motor skills, music, nature, arts and crafts, reading, organized games, science, math, cooking and drama. We are looking forward to providing a nurturing, fun and enriching experience for your child. Included is a flyer for the orientation dates with requested supplies & an abridged school year calendar.

Before the fun may begin there is some required paperwork that needs to be completed. Each child must have the following paperwork completed and on file at the center he/she will be attending: *(The information on the forms cannot be dated before September 2014.)*

- **Emergency Form** (completed and signed by the parent, be sure to complete both sides)
- **Health Inventory Form** – Part I completed and signed by the parent, Part II completed and signed by a physician
- **Immunization Form** – To be completed by a physician
- **A Parent's Guide to Regulated Child Care** (read, sign and return form on side panel)

Please bring this completed paperwork to Parent Orientation. Do not return it to Recreation & Parks

Our registration department requires the following forms be completed at the beginning of each school year:

- **Parent Contract** – To be completed by the parent/guardian.
- **Auto-deduct form** – To use if you'd like to have the monthly tuition payments automatically charged to a credit card.

These two forms were previously sent to you from our registration department. If you have not received them either by email or mail, please contact them at 410.313.7275 or at registration@howardcountymd.gov.

If your child's physical is scheduled after the start of the program, please complete the rest of the paperwork and include a note from the physician on the physician's letterhead noting the date of your child's appointment. This way your child will be allowed to begin the program and we will know when to expect the rest of the paperwork. Appointments must be within four weeks of the program start date. Please remember to keep a legible copy of all paperwork for your records. **Your program director will review your completed paperwork when you bring it to the Parent Orientation.** Coupon books, school calendar and parent manuals will be provided at the centers on the day of orientation.

Please remember that withdrawal from the program must be made in writing to the address above or emailed to the registration@howardcountymd.gov. **The registration fee of \$50 is non-refundable.** If you have any further questions, feel free to contact me at 410-313-4633. *Thank you for entrusting us with your precious child(ren), we are looking forward to having a fabulous year!*

Sincerely,

Shavon Gordon
Recreation Supervisor